

March 18, 2005

TO: ESD WorkFirst Supervisors

FROM: Brian Roper, WorkFirst Program Manager

SUBJECT: Steps to Employment Plan

On March 28th, 2005, the new Steps to Employment Plan will go into effect replacing the Success Plan, which will no longer be accessible. Customers will access the Steps to Employment Plan on the same desktop short cut currently used for accessing the Success Plan. After completing the sign-in, customers will select the Steps to Employment Plan option from the Customer Activity Menu screen.

WELCOME TO WORKFIRST
Customer Activity Sign In

After entering your Last Name and Password, please click on the "Sign In" button

Customer's Last Name: _____
Password: _____

Sign In Cancel

If you have any questions/problems, please contact the reception desk

WELCOME TO WORKFIRST
Customer Activity Menu

- Steps to Employment Plan
- Activities Planner

Exit

By selecting this option, the Steps to Employment list screen will appear. If no plan exists, customers will then click on the Create button to create the new Steps to Employment Plan.

CUSTOMER LISTS TOOLS REPORTS HELP

2628943 - ERIC ROCHA

Steps to Employment Plan list

Customer: 2628943 - ERIC ROCHA

Scrolling: Up Down Back

Create

There are no records found

Or the customers will click on the Select box in front of the Steps to Employment Plan if they wish to update, review or print their plan.

CUSTOMER LISTS TOOLS REPORTS HELP

2189426 - SANDRA MORROW

Steps to Employment Plan list

Customer: 2189426 - SANDRA MORROW

Scrolling: Up Down Back

Status	Action	Name	Date	Time
Review	<input checked="" type="checkbox"/>	Cashier	MARIA D AMBROSIO	02/28/2005
Print	<input type="checkbox"/>	Cashier	MARIA D AMBROSIO	02/25/2005
Update	<input type="checkbox"/>	Cashier	MARIA D AMBROSIO	02/25/2005

The customer will complete the Steps to Employment Plan by entering text in the boxes and by selecting items from drop down menus.

Steps to Employment

2628943 - ERIC ROCHA

Today's Date: March 7, 2005

Save

Cancel

Start date: March 7, 2005

The results of my assessment are:

Interests:

Work Values:

Skills:

(Enter in the occupational information from the assessment.)

Work history and other skills I have:

(Please list the skills that relate to the type of work you are applying for and the length of time you have performed the skill.)

My current education level is:

Using labor market information complete each section below.

These are the jobs I can do in my local area:

Employers pay the following wages for the jobs I can do in my local area:

These employers hire workers with my skills:

As a result of my Assessment, Work Experience, and Labor Market Information I have chosen the following as my:

1st choice of jobs I will be seeking: (i.e. Receptionist, Truck driver, Nurses aid)

2nd choice of jobs I will be seeking: (i.e. Warehouse worker, Child care worker)

I would like to get additional education or training:



My goal is to start work by:



Comments:

☐ Approved by:

Save

Cancel

Staff will be able to access the Steps to Employment plan through the Customer Tab.

Once the plan is completed, staff will review the plan and click on the Approved by box to certify that the plan meets their approval. When the plan is approved the date approved will be posted to the Customer Home Page and the TJS screen. The job selected for the "1st choice of jobs I will be seeking" on the Steps to Employment Plan will be displayed on the Customer Home page. The fields displaying the "1st and 2nd choice for jobs I will be seeking" on the Steps to Employment Plan will be transferred to the Activity planner.

If you have any questions, please contact the WorkFirst Help Desk at (360) 438-3242.

cc: Peggy Zimmerman
Sandy Miller
WorkFirst Coordinators
WorkFirst Trainers
WorkFirst Administrative Staff